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Claims Branch

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Claims Branch

1. The Present T/O strength is 10:

1 Chief, Claims Branch	- GS	10
1 Assistant	- GS	8
4 Clerks	- GS	6
4 Clerks	- GS	5
10		

2. DISCUSSION

a. Organization. The Claims Branch does not have a formal break-down in organization. Most clerks are trained to audit all types of vouchers passing through for payment. However, due to the very nature of Case-line, Telephone and CSA vouchers, it was found to be more expedient to assign one type to a clerk for a continuous follow through on succeeding vouchers.

b. Duties and Problems. The principal duties of the Claims Branch are to audit purchase orders, contracts, bills of lading and to certify vouchers for payment in connection with domestic vouchered activities. Their problems stem mainly from the manner and lack of completeness with which vouchers are submitted. As this situation improves their troubles will ease proportionately. The corrective liaison now being carried on with the Air Corps, Army, Navy and others is of vital interest to the Claims Branch. At present the inaccuracies, duplicate billing, omission of necessary supporting documents, improper certifications, etc., create difficulties and delays in passing vouchers through for payment. Voucher analyses made under the date of 17 March 1955 (See Tab "C2") and 8 July 1955 (See Tab "C3") were taken from audits made by the Claims Branch and are symbolic of the results obtained by the Branch.

c. Voucher Load. Total vouchers received in 1954 - 18,863, Audited 18,787 - Weekly Average - 360 vouchers. On discounts erroneously taken, due to slow receipt of supporting documents necessary to make payment, only the following claims were made by vendors during the listed months to recover the discount. All were refunded.

August	1954	- 24.90	December	1954	- 61.25
September	1954	- 120.06			- 61.25
		- 197.85			- 50.07
October	1954	- 47.46			- 45.04
November	1954	- 92.94	January	1955	- 200.80

d. Certifying Officer. The Chief, Claims Branch is the Certifying Officer for all payments made against vouchers funds (other than travel and pay).

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e. Responsibility for follow-up of irregularities developed from an audit. In the past the Claims Branch have leaned more heavily on the Fiscal Processing Branch than the established procedure directs. The responsibilities of FPB do not extend beyond those listed in the memorandum dated 8 March 1955, Subject: "Recommendations to limit voucher processing procedures by FPB clerks" (Tab "E1"). Once the voucher and available supporting documents are released by FPB as having met the listed requirements, all irregularities coming to the surface thereafter because of the audit, should be followed through by the Claims Branch and not returned to FPB to secure the missing data.

3. CONCLUSIONS

a. The audit performed by the Claims Branch is thorough and serves as an important adjunct to conserve Agency funds.

b. The Branch is overstaffed by at least one (1) clerk for the following reasons:

(1) Continuous operation over long periods of time with only eight (8) or nine (9) personnel aboard and kept relatively free of back-log.

(2) Vouchers and supporting documents are starting to come through more complete, and in better form, thus facilitating the handling of each voucher and stepping up the possibilities for greater individual clerk production.

(3) The rearrangement within the Division area has reduced the migrating time spent by clerks in pursuit of duties, thus releasing time to be spent on auditing.

4. ACTION RECOMMENDED

T/O reduction from 10 to 9 positions.

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